

DISTRICT 9
TRAFFIC OPERATIONS-ENCROACHMENT PERMITS DIVISION
DISTRICT PERMIT OFFICE TECHNICIAN

CLASSIFICATION TITLE Transportation Engineering Technician	DISTRICT/DIVISION/OFFICE District 9 Traffic Operations	
WORKING TITLE Permit Department Engineering Technician	POSITION NUMBER	EFFECTIVE

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT:

Under the general direction of the District Permits Engineer or Permit Department Representative, the Permit Engineering Technician is accountable for processing and issuance of encroachment permits and maintenance of the permits database.

The encroachment permit department employees are the primary contact for developers, private property owners and public agencies interested in obtaining an encroachment permit. The Permit Engineering Technicians are responsible for logging in and tracking applications. The Permit Engineering Technician keeps appropriate records documenting completed work to ensure accurate billing and history, provides monthly and annual production reports to HQ and performs duties as needed to protect the safety and integrity of the highway system.

DUTIES SHALL INCLUDE:

Percentage

Essential (E) / Marginal (M)

- 50% (E) Serve as a member of the encroachment permits team in the role of the Engineering Technician. Serve as a point of contact for the public regarding proposed projects requiring an encroachment permit. Monitor and manage the progress of each encroachment permit application. Write and issue permits for approved projects with construction costs less than \$25,000 in the State Right of Way. Participate in the Inter-Governmental Review (IGR) process for local development projects. Perform technical and field reviews of proposed projects. Provide field and stormwater inspection of projects in progress.

- 25% (E) Manage archive systems and provide history of permits as needed by other departments. Maintain permits database and scan records and plans to digital format.
- 10% (E) Enter and track permit project lane closures using the lane closure system.
- 10% (M) Assist Maintenance in the identification of unauthorized encroachments.
- 5% (M) Perform field reviews for issuance of outdoor advertising permits under the direction of Caltrans headquarters Outdoor Advertising Program staff.
Provide field inspection of existing outdoor advertising for the Caltrans headquarters Outdoor Advertising Program.

SUPERVISION EXERCISED OVER OTHERS

None

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

A basic understanding of the encroachment permit process.

Must have some knowledge of department policies and procedures.

The ability to prepare effective written correspondence and effectively communicate verbally with other professionals, permittees, contractors and general public.

The ability to work with others to resolve conflicts and problems which may arise during the application and construction phases of a permit.

Good judgment and interpersonal skills to ensure that Caltrans is effectively represented to its customers and partners.

The ability to understand and operate computers systems as well as to learn and adapt to new hardware and software.

The ability to work independently, effectively, and efficiently to coordinate multiple assignments and tasks.

The ability to work under pressure.

Must be able to analyze data, reason logically, recognize problems and develop solutions, and make recommendations for improvement and simplification. The work of the incumbent is detailed, complex, and variable and requires independent action and decision making.

The ability to travel if needed. This position will require occasional overnight travel to review or manage projects in the far reaches of the District. Travel may be required out of the district for training or to represent the District encroachment permit department at various meetings.

PUBLIC AND INTERNAL CONTACTS

The incumbent may be the first person contacted from potential permittees about new encroachment permit projects. Frequent contacts with outside parties including the general public, contractors, private and public sector engineers regarding encroachment work. Will coordinate and attend preliminary and pre-construction meetings.

RESPONSIBILITY FOR DECISIONS - CONSEQUENCE OF ERROR

This position requires the incumbent to be responsible for assuring proper and timely processing of encroachment permits. Poor judgment or decisions could result in substandard construction within the State's right of way. Poorly coordinated work including traffic control may jeopardize the safety of the traveling public, contractors and Caltrans employees. Failure to act properly could have an adverse effect on Caltrans' reputation and credibility.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using a computer keyboard and video display terminal. Employee may be required to transport a laptop computer and portable printer while on field visits. Employee may be subjected to some stress related to making immediate decisions about projects under construction.

WORK ENVIRONMENT

Employee will primarily work in a climate-controlled office under artificial lighting. Employee will also be required to travel and conduct field reviews outdoors, and may be exposed to dirt, noise, uneven surfaces, traffic, extreme heat or cold.

Certification

I have read and understand the duties listed above and certify that I can perform the duties with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the hiring supervisor. If you are

DUTIES STATEMENT

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unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE Signature

DATE

Print Name

I have discussed with and provided a copy of this duty statement to the employee named above.

SUPERVISOR Signature

DATE

Print Name